



The Missouri State Employee Suggestion Program

**Agency Review Team
Roles and Responsibilities**

- Meets a **minimum** of once each quarter to review employee suggestions and feedback received from agency experts on the feasibility/practicality of suggestions.
- Evaluates information related to each suggestion to determine if the impact to state government services can/should be implemented by judging the monetary savings, increased revenues, or improved quality of services generated by the suggestion.
- Renders the final decision and makes an appropriate recommendation to the affected division/unit/section within the agency.
- Determines if additional information is needed to proceed with the evaluation and/or any award of the suggestion; and if so, requests the information from the appropriate agency staff. The Review Team will typically place the evaluation process on “hold” and re-evaluate it again at the next regularly scheduled review meeting.
- Approves the distribution of all monetary awards, non-monetary awards, and recognition certificates to employees within their agency.
- Communicates their findings to the Agency Coordinator (and any other executive level staff within the agency who may require the information) for action on suggestions that are consistent with providing lasting and positive state benefits.
- Advise Agency Coordinator on recommendations and/or needed changes to the MoRE Program policies and procedures.
- Suggests ways to better promote participation in the More Suggestion Program both within their agency and state wide.